



Clayton County Police Department PROCEDURES

Subject ORGANIZATION, DIRECTION & MANAGEMENT		Procedure # B1
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I. PURPOSE

To outline the organizational structure of the Clayton County Police Department (CCPD).

II. POLICY

It shall be the policy of the Clayton County Police Department (CCPD) to utilize sound organizational principles in order to establish and maintain a clearly defined organizational structure and chain of command.

III. STATEMENTS, CORE VALUES & TENETS OF CONDUCT

- A. The *CCPD's Mission Statement* and the *CCPD's Vision Statement* (shown below) serve as the foundation for the *CCPD's Strategic Plan*. They convey the purpose, direction and fundamental values of the CCPD. Other Divisions/Units may develop a mission and/or vision statement that focuses on their specific job function. All personnel are responsible for using these statements for all work performed for the CCPD.

Mission Statement: To serve and protect all citizens with excellence.

Vision Statement: The Clayton County Police Department is dedicated to establishing safer communities by building trust and confidence through professionalism and collaborations.

- B. The *CCPD's Core Values* and the *CCPD's Tenets of Conduct* (shown below) are very important in reminding personnel that they have a duty to represent the CCPD, community and law enforcement in a positive manner with their actions, interpersonal contact, and level of service. All personnel shall abide by the *CCPD's Core Values* and conduct themselves in accordance with the *CCPD's Tenets of Conduct*.

Core Values: Commitment, Honor, Integrity, Transparency and Professionalism.

Tenets of Conduct:

1. Treat each other and the community with respect.
2. Think of a problem as just an opportunity to find a solution.
3. Be a positive representative of the Department, the community and the law enforcement profession, both on and off duty.
4. Service the community as you would want a family member to be serviced.

IV. DEFINITIONS

Beat: A smaller, defined geographical area within a Sector of the County, designated by the Chief of Police, which is utilized by all the Divisions of the Clayton County Police Department (CCPD) to allocate personnel, assign responsibilities and perform the crime analysis function.

Command: A Command is the largest organizational subgroup in the Clayton County Police Department (CCPD) and is commanded by the Assistant Chief or the Deputy Chief.

Division: A Division is the second largest organizational subgroup in the Clayton County Police Department (CCPD) and the majority are commanded by a Major.

Sector: A defined geographical area within the County, designated by the Chief of Police, which is utilized by all the Divisions of the Clayton County Police Department (CCPD) to allocate personnel, assign responsibilities and to perform the crime analysis function.

Unit: A Unit is a subcomponent of the Clayton County Police Department (CCPD), which may be assigned to the Chief's Staff, a specific Command, Division or another larger Unit at the discretion of the Chief of Police, and may be commanded by a sergeant or higher-ranking supervisor.

V. ORGANIZATION

- A. The CCPD organizes all resources in such a manner as to aid in accomplishing the overall goal of providing efficient and effective service to the community.
- B. The formal organizational structure of the Department is contained in the current *CCPD Organizational Chart* (refer to Appendix B of this policy). The *CCPD Organizational Chart* will be reviewed on an annual basis to ensure its compatibility with the Department's overall goals and its accuracy in documenting the CCPD's organizational structure.

VI. ORGANIZATIONAL STRUCTURE

The following is a breakdown of the components of the CCPD, along with each component's function, authority, and responsibility. Due to the complexity, diversity, and number of functions within the Department, reorganization may occur any time; therefore, the organizational structure may periodically be subject to updating and change.

- A. Chief of Police: The Chief Executive Officer of the CCPD is designated as the "Chief of Police." Appointed by the Clayton County Board of Commissioners, the Chief of Police bears complete responsibility for the management, direction, and control of the Department. The Chief of Police may grant or delegate authority to ranking members of the CCPD as necessary for the efficient operation of the Department. The Chief of Police is also responsible for the preservation of life, property, and order; criminal investigations; crime suppression; and the enforcement of State laws and County ordinances. These objectives are accomplished through written and oral orders, policies, procedures, and directives, as well as personal leadership exerted through subordinate commanders.

The general duties and responsibilities of the Chief of Police are planning, directing, coordinating, controlling, and staffing the operational and administrative activities of the CCPD. The Chief of Police is responsible for making promotions, making appointments to positions within the Department, and administering the *Oath of Office* to all newly hired sworn personnel. Ultimately, the Chief of Police is responsible for the enforcement of all rules and regulations.

- B. Chief's Staff and Command Staff: The following positions are under the direct supervision and control of the Chief of Police and shall serve as the Chief's Staff and Command Staff.
 1. Chief's Staff: At the discretion of the Chief of Police, personnel may be assigned to more than one (1) position or responsibility at a time.
 - a. Executive Assistant;

- b. Legal Advisor;
- c. Office of Professional Standards (OPS) Commander;
 - 1) Internal Affairs; and
 - 2) Accreditation Manager (Policy, CALEA).

2. Command Staff

- a. Chief of Police,
- b. Assistant Chief,
- c. Deputy Chief, and
- d. Division Commanders

C. Commands: The CCPD is divided into distinct Commands, each having its own diverse and vital objectives. The Field Operations Command is commanded by the Assistant Chief, and the Support Operations Command is commanded by the Deputy Chief. At a minimum, the following two (2) Commands shall exist for the continued and efficient operation of the Department.

- 1. Field Operations Command: The Field Operations Command is the primary provider of police services to the community and responsible for the direct response and investigation of crimes.
- 2. Support Operations Command: The Support Operations Command provides technical and specialized support for the Department.

Dependent upon the needs of the Department, additional Commands may be created, implemented, suspended or discontinued only at the discretion of the Chief of Police or authorized designee (hereinafter referred to as the Chief of Police).

D. Department Divisions/Units: The CCPD is divided into distinct divisions and units, each having its own diverse and vital objectives. The Office of the Chief of Police is commanded by the Chief of Police. The Uniform Patrol Division, Criminal Investigation Division, Special Operations Division, Support Services Division, and Administrative Division are commanded by Majors. The Communications Division is commanded by the E911/ Communications Director, and the Logistics & Operations Unit is commanded by a Sergeant. The aforementioned divisions and units shall exist for the continued and efficient operation of the CCPD. The Chief of Police maintains the authority to adjust the organizational structure, including creating, implementing, suspending, or discontinuing Divisions/Units, as well as increasing or decreasing the duties and responsibilities of existing components, based on the needs of the Department.

1. Uniform Patrol Division (UPD): The UPD has the functions of patrol and general traffic enforcement. The success of the UPD depends upon the deployment of uniformed police officers who utilize readily distinguishable marked patrol vehicles within the County. These highly visible units are easily identified by the average citizen, a factor of special consideration regarding children.

a. The Uniform Patrol Division (UPD) has the following functions:

- 1) Patrol Function: The UPD's primary function is to provide day-to-day police services, including responding to calls, conducting patrols, and maintaining the proactive presence necessary to deter or address criminal activity.
- 2) General Traffic Function: The secondary function of the UPD is to assist with traffic enforcement or the Traffic Unit, as call priority and volume allow, without compromising the primary function. While traffic enforcement is not the primary function, patrolling the community and enforcing traffic and penal laws as violations are encountered is a core duty of every patrol officer.

- 3) Public Safety Ambassadors (PSAs): PSAs are non-sworn employees who support sworn officers by responding to low-risk and non-criminal calls (when approved) and assisting with reports at precincts or headquarters.
- b. Organization and Supervision of the Uniform Patrol Division (UPD)
 - 1) The UPD is organized into (4) sectors and utilizes shifts to ensure 24-hour coverage every day.
 - 2) Based on departmental needs, a Captain may serve as a Sector/Precinct Commander.
 - 3) Each shift within a sector may be assigned a Lieutenant as a Shift Commander. In the UPD, at least one (1) Lieutenant or Shift Commander must be on duty at all times.
 - 4) Sergeants provide first-line supervision and typically report to a Shift or Unit Commander.
 - 5) For specialized units or temporary details, a Sergeant or higher may be designated as a Unit Commander.
2. Criminal Investigation Division (CID): The Division is composed of several specialized units, including: Major Felony, Crimes Against Children, Property Crimes, Human Trafficking, Crime Scene Investigation (CSI), Property and Evidence, and Police Social Workers. The Division focuses on investigating criminal allegations, identifying and interviewing witnesses, locating and apprehending criminal offenders, processing evidence, and recovering and returning lost or stolen property. Additionally, it handles administrative duties, and assists the UPD with mental health crises.
 - a. For operational purposes, the Criminal Investigation Division (CID) shall include, at a minimum, units or designated personnel responsible for:
 - 1) Investigating the loss or destruction of property, including felony and misdemeanor crimes, with specialists in auto theft, burglary, fraud, and pawn;
 - 2) Investigating serious violent crimes and high-level felony offenses, including murder, armed robbery, assault/battery, kidnapping, rape, and terroristic threats;
 - 3) Investigating crimes involving juveniles, with specialization in abuse, neglect, sexual exploitation, and related internet crimes;
 - 4) Identifying and investigating sex and labor trafficking to stop exploitation through force, fraud, or coercion;
 - 5) Processing crime scenes;
 - 6) Managing and maintaining evidence and property obtained and seized during incidents and investigations; and
 - 7) Responding to non-criminal calls for service involving individuals who may have a mental illness, substance abuse issues, or those experiencing homelessness or indigence, and handling non-sworn administrative tasks.
 - b. Organization and Supervision of the Criminal Investigation Division (CID)
 - 1) The Division must ensure efficient coverage based on crime trends and incident priorities, utilizing specific units, shifts, and on-call schedules.
 - 2) Depending on divisional needs, a Lieutenant (or higher) may be assigned as a Unit Commander, and a Sergeant (or higher) may be assigned as a Shift Commander.
 - 3) For specialized units or temporary details, a Sergeant (or higher) may be designated as a Unit Commander.
 - 4) Sergeants serve as first-line supervisors and typically report to a designated Shift/Unit Commander.

3. Office of the Chief of Police Division: The Division includes the Office of Professional Standards (OPS), Internal Affairs (IA), and Accreditation and Policy.
 - a. For operational purposes, the Office of the Chief of Police Division shall include, at a minimum, units or designated personnel responsible for:
 - 1) Investigating all external and internal complaints against any employee, and any other investigation as directed by the Chief of Police;
 - 2) Managing the CCPD's accreditation and updating written directives (specifically policies, procedures, and general orders) as needed; and
 - 3) Ensuring the integrity of the CCPD through a system of internal discipline, where objectivity and fairness are assured by an impartial investigation and review process.
 - b. Organization and Supervision of the Office of the Chief of Police Division
 - 1) The Division must ensure efficient coverage by utilizing specific units, shifts, and on-call schedules.
 - 2) A Sergeant or higher may be designated as a Unit Commander.
4. Special Operations (Spec Ops) Division: The Division is composed of several specialized units, including: Narcotics, Airport Interdiction, Task Force Officers (TFOs), Gang Unit, Aviation, Canine (K9), Criminal Apprehension and Gang Enforcement (CAGE) Unit, Traffic Unit, and Special Response Units (e.g., SWAT, EOD, CNT). Spec Ops handles high-risk incidents, specialized investigations (narcotics/gangs), traffic enforcement (major collisions), and tactical operations (SWAT, CNT, EOD, aerial support) to enhance public safety. Secondary investigations into additional crimes are common due to the inherent relationship between drug trafficking, gang activity, and other criminal enterprises.
 - a. For operational purposes, the Special Operations (Spec Ops) Division shall include, at a minimum, units or designated personnel responsible for:
 - 1) Investigating drug-related offenses and activity, to include distribution, sales, and trafficking, and to assist in the resolution of drug-related investigations;
 - 2) Pursuing, developing, maintaining, and disseminating intelligence related to narcotics, domestic terrorism, and other threats;
 - 3) Investigating criminal gangs, maintaining the Department's gang database, and supporting other components in solving criminal investigations;
 - 4) Enforcing traffic laws and regulations, conducting in-depth investigations and analysis of major traffic collisions involving serious bodily injury or death, and investigating hit-and-run accidents;
 - 5) Utilizing the abilities of a Police Service Dog (PSD) to supplement police personnel;
 - 6) Providing safe, effective and tactical aerial support and assistance to officers; and
 - 7) Responding to, monitoring, investigating, disrupting, deterring and detecting street level criminal activity.
 - b. Organization and Supervision of the Special Operations (Spec Ops) Division
 - 1) The Division must ensure efficient coverage based on crime trends and incident priorities, utilizing specific units, flexible shifts, and on-call schedules.
 - 2) Upon authorization by the Chief of Police, the Division may deploy specialized units and personnel to address departmental needs.
 - 3) A Sergeant or higher may be assigned as a Shift/Unit Commander based on operational requirements.

- 4) Division personnel shall adhere to both the Department's Standard Operating Procedures (SOPs) and the current *CCPD's Drug Task Force Manual* due to the unique responsibilities and diverse staff of the Division. However, no procedure or policy in the *Manual* shall conflict with the Department's SOPs, unless authorized by the Chief of Police.
5. Communications Division: The functions of the Division include managing radio communications, handling 911 calls, and handling other calls for emergency assistance for the CCPD, other County departments/agencies, and municipalities dispatched through the County E911/Communications Center. The Division is also responsible for maintaining Georgia Crime Information Center (GCIC) records and providing training.
 - a. For operational purposes, the Communications Division shall include, at a minimum, units or designated personnel responsible for:
 - 1) Monitoring, regulating, maintaining, and relaying radio communications; receiving 911 calls and other emergency assistance requests; maintaining the Computer-Aided Dispatch (CAD) database; and processing and disseminating information from field personnel.
 - 2) Overseeing false alarms generated from dispatched calls for service pertaining to audible and silent alarms for both residential and commercial properties, including the management of fines and fees accrued by responsible individuals and entities.
 - 3) Monitoring, reporting, tracking, validating, and auditing of GCIC activities and information; training personnel on GCIC and terminal operations; and managing passwords and access to departmental computer records systems.
 - b. Organization and Supervision of the Communications Division
 - 1) The Division must ensure efficient coverage based on call volume and incident priorities, utilizing specific units, shifts, and on-call schedules.
 - 2) Daily operations may be supervised by sworn and non-sworn personnel and are structured to reflect the needs of the Division.
 - 3) A sworn supervisor (lieutenant or higher) shall be assigned to the Communications Division to perform supervisory duties and assist the E911/Communications Director with administrative duties.
 - 4) Division personnel shall adhere to both the Department's Standard Operating Procedures (SOPs) and the *Clayton County E911/Communications Divisional Guidelines*. No provision within the *Divisional Guidelines* shall conflict with the Department's SOPs, unless authorized by the Chief of Police.
6. Support Services Division: The Division is responsible for the following units: Animal Control, Protective Services, Community Affairs and Public Information, Chaplains, and Building and Maintenance, as well as projects deriving from Special Local Option Sales Taxes (SPLOST).
 - a. For operational purposes, the Support Services Division shall include, at a minimum, units or designated personnel responsible for:
 - 1) Providing educational material on crime awareness and crime prevention programs to the community; establishing and managing media relations; and releasing information to the public through news media, social network sites, and other outlets.
 - 2) Recruiting, testing, background investigations, and monitoring and coordinating the application process for each candidate of employment to ensure a fair hiring process.
 - 3) Enforcing statutory ordinances and state laws relating to the control, impoundment, and disposition of animals within the County.

- 4) Providing counseling and emotional support to the community and personnel.
 - 5) Building and maintaining relationships between the residential and commercial communities of the County and the Department.
 - 6) Providing security at all Board of Commissioners (BOC) meetings and functions, and protection to County Commissioners, when needed.
 - 7) Administering and monitoring polygraph examinations.
- b. Organization and Supervision of the Support Services Division
- 1) The Division must ensure efficient coverage based on incident priorities, utilizing specific units, shift schedules, and on-call systems.
 - 2) Daily operations may be supervised by sworn and non-sworn personnel and structured to reflect the needs of the Division.
7. Administrative Division: The Division is responsible for the following units and programs: Academy and Training, Firing Range, Reserve Officers, Records and Permits, Targeted Investigations through Analysis of Networks (TITAN), National Incident-Based Reporting System (NIBRS), and the Real-Time Crime Center (RTCC).
- a. For operational purposes, the Administrative Division shall include, at a minimum, units or designated personnel responsible for:
- 1) Maintaining awareness of training/educational opportunities, training sworn and non-sworn employees, and managing the Department's Academy and Firing Range;
 - 2) General processing and maintenance of departmental records and the processing and issuance of permits;
 - 3) Investigating, gathering, and analyzing criminal digital forensic data, as well as preparing custom programming for Department technological growth and NIBRS;
 - 4) Performing duties in support of the active police officers of the CCPD; and
 - 5) Implementing and managing departmental technology to enhance officer response to crime.
- b. Organization and Supervision of the Administrative Division
- 1) The Division must ensure efficient coverage by utilizing specific units and shifts.
 - 2) Daily operations may be supervised by sworn and non-sworn personnel and structured to reflect the needs of the Division.
8. Logistics & Operations Unit: The Unit is responsible for the Department's budget, grants, payroll, inventory, and contracts. The Unit also manages the Administrative Staff (front office) and Fleet Maintenance.
- a. For operational purposes, the Logistics & Operations Unit shall include, at a minimum, units or designated personnel responsible for:
- 1) Monitoring and analyzing the current and future budgets, tracking expenditures, facilitating departmental purchases, researching, writing, and managing grants, and assisting on other financial projects as needed;
 - 2) Issuing clothing, supplies, and equipment to eligible employees of the Department;
 - 3) Managing the Department's vehicle maintenance records and coordinating maintenance of all assigned vehicles; and
 - 4) Processing departmental documents, database entries, assisting the general public at headquarters or via phone, and helping other employees.

- b. Organization and Supervision of the Logistics & Operations Unit
 - 1) The Unit must ensure efficient coverage by utilizing specific shifts and schedules.
 - 2) Daily operations may be supervised by sworn and non-sworn personnel and structured to reflect the needs of the Unit.
- E. Specialized Units and Temporary Details: Dependent upon the needs of the Department, Specialized Units and/or Temporary Details may be created, implemented, suspended or discontinued at the discretion of the Chief of Police.
1. Criteria for Specialized Units and Temporary Details: Newly created or existing Specialized Units and/or Temporary Details may utilize the following criteria to develop their structure, staff and operations:
 - a. They may be staffed by sworn and/or non-sworn personnel.
 - b. They may utilize full-time personnel in a part-time role as needed. The operational commitment may be full or part-time, depending on the needs of the Department, Command, Division or Unit.
 - c. They may consider certain specialized training, skills, or experience to be priorities or requirements for inclusion, acceptance, or continued membership or participation.
 - d. They may be created in, implemented in, or assigned to a pre-existing Unit or Shift, and not necessarily within a larger body of command such as a Command or Division.
 - e. They may be temporary in existence to address a short-term need of the County, Department, Command, Division, or Unit.
 - f. They may require a tryout, physical and/or psychological testing, additional medical examinations, interviews, a review board, and/or any other procedure within the law needed to screen candidates or applicants.
 - g. They may have a Unit Commander with the rank of Sergeant or higher, regardless of personnel, purpose, function or Command, Division, or Unit of assignment.
 2. Specialized Units within the Department: Depending upon the needs of the Department, Specialized Units shall be assigned to a Command, Division, Unit, or Shift at the discretion of the Chief of Police. See Appendix A of this policy for the *Current List of Recognized Specialized Units within the Department* and the primary function and/or purpose of each.
 3. Duration and Priority: Some smaller Specialized Units, and all Temporary Details, have either short-term operational periods and/or lower priority functions. Therefore, Temporary Details are not listed in the *Current List of Recognized Special Units within the Department* or incorporated into the current *CCPD Organizational Chart*. However, certain Specialized Units are part of a larger existing Unit and are listed in the *Current List of Recognized Specialized Units*, but may not be incorporated into the current *CCPD Organizational Chart*.
 4. Announcements: Announcements and instructions for Specialized Units will be posted in the *CCPD Daily Bulletin* as positions become available. The *CCPD Daily Bulletin* will be disseminated to employees via County email, Monday through Friday, excluding County holidays, for a minimum of two (2) weeks. Employees shall follow all instructions and submit their letters of interest for any position they are seeking.
 5. Qualifications for Sworn Personnel: The minimum personal qualifications for selection to Specialized Units are as follows:
 - a. Only those officers who have successfully completed the probationary period for new hires will be considered;

- b. Must have a minimum of two (2) years of law enforcement experience, including at least one (1) year of continuous uninterrupted service with the CCPD as a sworn officer; and
- c. The officer must have no adverse disciplinary action resulting in a suspension of more than three (3) days in duration or in total, within the last twelve (12) months of service, prior to consideration for appointment, excluding motor vehicle collisions involving Department vehicles.

Furthermore, officers shall meet any additional requirements as outlined in the Department's Gateway job description for the position they are seeking.

Note: Specialized Unit assignments are at the discretion of the Chief of Police, and requirements for a position on any such unit may be waived depending upon the immediate operational needs of the Department.

- F. Detectives and Specialized Investigators: For continuity, personnel assigned to investigative positions in any Division, Specialized Unit, or elsewhere within the Department shall be called "Detective." Detectives shall carry both a badge and CCPD identification card indicating the rank of Detective. Crime Scene Investigators may continue to carry the "Investigator" badges until that designation is phased out. The rank of "Special Agent" is abolished, and all personnel currently assigned to such positions shall be called "Detective."
 - 1. All detective positions in the Department are filled by Administrative Appointment and are not promotions governed by Rule 8 of the *Clayton County Civil Service Rules and Regulations*.
 - 2. Administrative Appointments are made at the discretion of the Chief of Police. Employees who are appointed will serve at the pleasure of the Chief of Police and may be assigned anywhere as needed.
- G. Task Force Officer (TFO): A Task Force may be created at the request or need of a federal, state, or local agency. Upon CCPD's participation in a Task Force, a TFO position may become available to departmental personnel. A TFO may be assigned to a specific Task Force, distinct from other departmental personnel, to assist with investigations at any level of law enforcement. Selection as a TFO, as well as the TFO's chain of command, is at the discretion of the Chief of Police.

VII. GENERAL COMMAND AND CHAIN OF COMMAND PROTOCOL

- A. Command Protocol:
 - 1. In the absence of a sworn supervisor, the senior ranking officer on the scene shall assume command, unless otherwise specified by departmental policy.
 - 2. In the absence of a sworn commander or supervisor, the senior ranking non-sworn employee present shall exercise command over all other non-sworn personnel while performing official duties.
 - 3. All personnel are responsible for adhering to the command protocols established herein.
- B. Authority and Responsibility: Each Department employee is vested with the authority and responsibility essential to performing their assigned duties. Employees are held strictly accountable for the appropriate exercise of, or failure to exercise, this delegated authority and responsibility.
- C. Chain of Command: Employees shall utilize the established chain-of-command to address work-related matters unless extraordinary circumstances dictate the need to do otherwise. For specific rank structures, see the *Clayton County Police Department Rank and Insignia Chart* in Appendix C of this policy.

D. Span of Control: The span of control for supervisory and management personnel is limited to a number of subordinates that can be effectively managed. Span of control is determined by evaluating the nature and complexity of the work involved, ability of the employees performing the work, ability of the supervisor, and the amount of separation by time and place of the supervisor and the immediate subordinate(s).

E. Order of Precedence for Command Authority:

1. Short-term Absence of the Chief of Police: When the Chief of Police is absent for three (3) days or less, the Assistant Chief and the Deputy Chief shall be responsible for the daily operations of their own command. In the event of an urgent matter requiring immediate action, the Assistant Chief of Field Operations shall act on behalf of the Chief of Police.
2. Long-term Absence of the Chief of Police: When the Chief is absent for more than three (3) days, the Assistant Chief shall serve as Acting Chief of Police.
3. Line of Succession:
 - a. If the Chief of Police and/or the next line of succession is unavailable to serve as the Acting Chief of Police for any reason, including exceptional circumstances beyond the immediate control of the Chief of Police, the line of succession shall continue in the following manner as designated by the Chief of Police:
 - 1) Assistant Chief of Field Operations Command;
 - 2) Deputy Chief of Support Operations Command;
 - 3) Uniform Patrol Division (UPD) Commander;
 - 4) Criminal Investigation Division (CID) Commander;
 - 5) Special Operations (Spec Ops) Division Commander;
 - 6) Support Services Division Commander; and
 - 7) Administrative Division Commander.
 - b. In the absence of a Major, the outgoing Division Commander shall designate, by written directive, a temporary replacement and the estimated duration of the assignment.
 - c. In situations involving personnel of different functions (e.g., Traffic, CSI, Uniform, CID) engaged in a single operation, command authority shall rest with the senior officer or designee responsible for conducting the operation. Alternatively, command authority may be designated by the Chief of Police.

F. Organization and Accountability:

1. Organizational Chart: Every Department component (e.g., Command, Division, Unit, Sector, Shift) must be under the direct command of one (1) supervisor. This supervisor is accountable to the commander of the next level in the chain of command. See Appendix B of this policy for the current *CCPD Organizational Chart*.
2. Employee Accountability: Employees are generally accountable to one (1) supervisor. The single supervisor to whom an employee is accountable shall be the supervisor who has primary control over an incident. Primary control is determined by the totality of the circumstances, the needs of the incident, and the training and experience of the personnel required to effectively resolve the situation.
3. Supervisor Accountability: In order to achieve effective direction, coordination, and control, supervisory personnel shall be held accountable for the performance of employees under their immediate supervision.

4. Obedience to Orders:

- a. To permit and support effective supervision, direction and control, employees shall obey any lawful directive or order issued by a supervisor or by any other employee temporarily designated as having a supervisory role (i.e., Field Training Officer).
- b. Employees shall obey any order from a supervisor even if the order is relayed by an employee of the same or lesser rank. However, the last directive or order received by a subordinate or employee shall prevail unless it is retracted or modified through the effect of a new directive or order from the same supervisor or designated employee, or a higher-ranking supervisor.
- c. Orders from a supervisor, or designated supervisory employee, to a subordinate or employee shall be in clear, understandable language, civil in tone, and issued in pursuit of departmental business.
- d. Supervisors shall not knowingly issue any directive or order in violation of any law, ordinance or departmental policy. Obedience to an unlawful or unauthorized order is never a defense for an unlawful or unauthorized action; therefore, no employee is required to obey any order in violation of federal or state law, local ordinances, or departmental policy.
- e. Responsibility for refusal to obey a directive or order rests with the employee. Such decisions will be strictly scrutinized, and the employee shall be required to provide justification for non-compliance.

5. Temporary Assigned Duty (TAD): A detail or assignment where an employee is assigned, attached, or detached from the Department for short or long-term training or duty shall be considered a TAD. Employees designated for TAD shall be notified, along with the concerned supervisor(s), by an order from the Chief of Police detailing the assignment location, the employee's immediate supervisor, and the effective date of the assignment.

6. Staff Meetings:

- a. Weekly Meetings: The Chief of Police will host weekly staff meetings (shown below). The TITAN Unit will coordinate these meetings by preparing and presenting analytical reports, graphs, and other pertinent information to those in attendance. TITAN shall send invitations via County email to employees who are scheduled to attend. If a scheduled employee is unable to attend, they shall notify their chain of command to ensure that another employee will attend the meeting and assume their responsibilities.
 - 1) Command Meetings: The main purpose of these meetings is to provide a forum for leadership to discuss and coordinate various operational aspects of the Department. Topics include the review of Part 1 Crime statistics, analysis of crime problems, strategies to address such problems, upcoming events, personnel matters, logistics, operations, administrative analysis (e.g., budgeting, overtime, leave), and an analysis of supplies and equipment.
 - 2) Crime Analysis Projected Strategies (CAPS) Meetings: The main purpose of these meetings is to identify specific crime and problem areas, and to develop strategies and tactics for response to these trends. The objective is a collaborative approach in which all participants provide relevant information, help develop response strategies, and work as a team to implement them. Crime reduction strategies are evaluated and adjusted during each meeting using crime analysis data and feedback from the participating entities.

- b. Other Meetings: Additional Command Staff-level meetings shall be called as desired by the Chief of Police, with mandatory attendance. Minutes of Command Staff-level meetings shall be documented, stored, and maintained by the Office Manager for the Chief of Police or authorized designee. These minutes shall remain available for future reference by Command Staff members. In addition, the Department has established multiple procedures for communication, coordination, and cooperation among all agency functions and personnel, including, but not limited to, email, voice mail, newsletters, and the exchange of *Daily Bulletins*.

Division, Shift and/or Unit Commanders shall, to the extent possible, consider employees' needs and budgetary constraints (overtime) to avoid excessive staff meetings. However, should it become necessary to conduct such meetings for the benefit of the public, employee morale, or to address personnel issues which require expedient resolution, the Department, concerned Division, and/or concerned supervisors are vested with the authority to do so.

7. Administrative and Statistical Reporting Program:

- a. Daily Reports: Supervisors shall complete and email a *Command Notification Incident Detail Sheet* to Command Staff and other affected personnel for all major crimes, accidents, or significant incidents.
- b. Crime Analysis Reports: The TITAN Unit produces weekly, monthly, and annual reports on crime trends to support tactical operations. These analytical reports and graphs are available to authorized personnel via the Department's shared network folder and are used for staff meeting briefings.
 - 1) Weekly Reports: A basic analysis of all Part 1 Crimes, as well as all identified high frequency crimes and incidents, will be distributed weekly to the Command Staff, Precinct Captains, and other affected personnel.
 - 2) Monthly Reports: These reports detail patrol activities, call volume by area/shift and FBI UCR-compliant Part 1 crime data. These reports provide essential data for annual summaries, assessing crime trends, and informing officials and citizens. They also provide state, national criminal justice officials, and citizens generally with data for assessing crime rates and crime trends.
 - 3) Annual Reports: These reports compile year-to-date data for crime suppression and resource planning, assisting the Command Staff in developing long-range strategies.
 - 4) Other Reports: The TITAN Unit shall produce other reports on crime trends, patterns and other intelligence matters as requested by the Chief of Police. See also CCPD SOP: *E7: Crime Analysis & Criminal Intelligence*.
- c. Accreditation Reports: Periodic reports (proofs of documentation) required by the Commission on Accreditation for Law Enforcement Agencies (CALEA) are provided to each Division Commander, and/or concerned supervisor, responsible for that standard to ensure compliance.

VIII. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *B1: Organization, Direction & Management*, dated April 13, 2026.